

# Inspector General

United States  
Department *of* Defense



Independent Auditor's Report on the  
Agreed-Upon Procedures for Reviewing the  
FY 2012 Civilian Payroll Withholding Data  
and Enrollment Information

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## **Acronyms and Abbreviations**

CFC	Combined Federal Campaign
DFAS	Defense Finance and Accounting Service
DOE	Department of Energy
EPA	Environmental Protection Agency
FEGLI	Federal Employees Group Life Insurance
FERS	Federal Employees Retirement System
HHS	Department of Health and Human Services
OCFCO	Office of Combined Federal Campaign Operations
ODO	Other Defense Organizations
OPF	Official Personnel File
OPM	Office of Personnel Management
PCFO	Principal Combined Fund Organization
RITS	Retirement and Insurance Transfer System
VA	Department of Veterans Affairs



**INSPECTOR GENERAL**  
**DEPARTMENT OF DEFENSE**  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

September 28, 2012

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DOD  
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS  
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL MANAGEMENT AND COMPTROLLER)  
CHIEF, NATIONAL GUARD BUREAU  
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
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AUDITOR GENERAL, DEPARTMENT OF THE ARMY  
INSPECTOR GENERAL, DEPARTMENT OF ENERGY  
INSPECTOR GENERAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES  
INSPECTOR GENERAL, DEPARTMENT OF VETERANS AFFAIRS  
INSPECTOR GENERAL, ENVIRONMENTAL PROTECTION AGENCY  
INSPECTOR GENERAL, OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Independent Auditor's Report on the Agreed-Upon Procedures for Reviewing the FY 2012 Civilian Payroll Withholding Data and Enrollment Information  
(Report No. DODIG-2012-144)

We are providing this final report for your information and use.

We appreciate the courtesies extended to the staff. Please direct questions to me at (703) 604-8938 (DSN 664-8938).

Richard B. Vasquez, CPA  
Acting Assistant Inspector General  
Financial Management and Reporting



**INSPECTOR GENERAL**  
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September 28, 2012

The Honorable Patrick E. McFarland  
Inspector General  
U.S. Office of Personnel Management  
Theodore Roosevelt Federal Building  
1900 E Street NW, Room 6400  
Washington, D.C. 20415-0001

**Subject: Independent Auditor's Report on the Agreed-Upon Procedures for  
Reviewing the FY 2012 Civilian Payroll Withholding Data and  
Enrollment Information (Project No. D2012-D000FP-0103.000)**

Dear Mr. McFarland:

We performed the procedures described in the Enclosure, which were agreed to by the Chief Financial Officer and the Inspector General of the U.S. Office of Personnel Management (OPM). We performed these procedures solely to assist in assessing the reasonableness of the employee withholdings and employer contributions that the Defense Finance and Accounting Service (DFAS) reported on Standard Form 2812, "Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement," for the pay periods ending August 27, 2011; October 22, 2011; and February 25, 2012. We also performed these procedures to assist in assessing the reasonableness of the amounts reported in the "Supplemental Semiannual Headcount Report," as of September 1, 2011 and March 1, 2012. The reports submitted by DFAS included information for the following entities listed in Appendix A of the Office of Management and Budget, Bulletin No. 07-04, "Audit Requirements for Federal Financial Statements," as amended: the Department of Defense (DoD), Department of Energy (DOE), Department of Health and Human Services (HHS), Department of Veterans Affairs (VA), and the Environmental Protection Agency (EPA).

Using Audit Command Language software, we randomly selected a sample of 360 employees from the October 22, 2011, pay period from the 11 DFAS payroll data files (Army, Navy, Air Force, Other Defense Organizations [ODO], Overseas Army/DoD, Overseas DoD, Shipyard DoD, DOE, HHS, VA, and EPA). We compared the sample of 360 employees' pay and withholdings and agency contributions in the Defense Civilian Pay System to the documentary support in the Official Personnel Files (OPFs). Of the 360 OPFs, 180 represented DoD

employees, 45 represented DOE employees, 45 represented HHS employees, 45 represented VA employees, and 45 represented EPA employees.

Auditors from the DOE Inspector General performed the agreed-upon procedures that involved reviewing DOE OPFs. Auditors from the HHS Inspector General performed the agreed-upon procedures that involved reviewing HHS OPFs. We reviewed their working papers and determined that we can rely on their work.

We performed the agreed-upon procedures in accordance with generally accepted government auditing standards, which incorporate financial audit and attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the OPM Chief Financial Officer and the OPM Inspector General. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to express an opinion on whether the Health Benefits, Life Insurance, and Retirement contributions and withholdings and the enrollment information submitted by DFAS to OPM were reasonable and accurate.

Accordingly, we did not conduct an examination, nor do we express such an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you. We provided a discussion draft of this report to the entities listed in the transmittal memorandum.

This report is intended solely for the information and use of the OPM Chief Financial Officer and OPM Inspector General and is not intended to be used by those who have not agreed to the procedures or have not taken responsibility for the sufficiency of the procedures for their purposes. However, the report is a matter of public record, and its distribution is not limited; thus, we will post the report on our Web site and provide copies upon request.

Sincerely,



Richard B. Vasquez, CPA  
Acting Assistant Inspector General  
Financial Management and Reporting

Enclosure:  
As stated

# **Enclosure: Agreed-Upon Procedures Performed and Results**

This section contains the OPM Agreed-Upon Procedures and the results of completing those procedures.

## **Overall Procedure**

For employee benefit withholding and contributions, obtain the Agency Payroll Provider's September 2011 and March 2012 Semiannual Headcount Report submitted to OPM and a summary of Retirement and Insurance Transfer System (RITS) submissions for September 2011 and the current fiscal year. For each program (retirement, health, and life), select a total of three RITS submissions for September 2011 and the current fiscal year; two will coincide with the September 2011 and March 2012 Semiannual Headcount Report. Obtain payroll information for the periods covered by the RITS submissions selected.

For the Combined Federal Campaign (CFC) Agreed-Upon Procedures, effective for FY 2012, obtain the following documentation for the Federal agencies serviced by the Agency Payroll Provider:

- a) A list of all field offices/duty stations in existence during the fall 2011 CFC solicitation period (September 1, 2011 through December 15, 2011) for each Federal agency serviced. The list must include either the OPM Office Duty Station Code or the county, city, state and zip code for the field office.
- b) A list of all local CFC campaigns and the areas they cover. This list should be obtained directly from the OPM Office of CFC Operations (OCFCO) by sending an e-mail request to [cfc@opm.gov](mailto:cfc@opm.gov). The subject line of the e-mail should be "Payroll Office AUPs–2011 CFC Campaign Location List Request."
- c) A list of accounting codes used by the Agency Payroll Provider to identify each local CFC campaign. The list should include the accounting code, name of campaign, name of Principal Combined Fund Organization (PCFO) for that campaign, and address of PCFO.
- d) A report of all employees with CFC deductions from the RITS submission selected to coincide with the March 2012 Semiannual Headcount. The report must include each employee's official duty station location and the agency payroll provider's accounting code identifying the campaign to which each employee's funds are being distributed.

## **Procedure 1.**

Compare RITS submission data with payroll information by performing the following procedures (Note: For cross-servicing agencies, if the internal controls are the same for all agencies serviced, it is only necessary to perform this procedure for one agency.):

### **Procedure 1.a.**

Recalculate the mathematical accuracy of the payroll information.

### **Procedure 1.b.**

Recalculate the mathematical accuracy of each RITS submission for the payroll information selected in step 1.a.

### **Procedure 1.c.**

Compare the employee withholding information at the aggregate level for Retirement, Health Benefits, and Life Insurance (as adjusted for reconciling items) shown on the payroll information obtained in step 1.a. to the related amounts shown on the RITS submission for the corresponding period.

Report any differences for each of the Retirement, Health Benefits, and Life Insurance (categories) for step 1.c. that are over 1 percent of the aggregate amount reported for each of the three categories. Obtain from management a management official name, an explanation, telephone number, and an e-mail address for the differences above the 1-percent threshold.

## **Results**

There were no differences greater than 1 percent for this comparison.

## **Procedure 2.**

(See Procedures 2.a.-j.)

### **Procedure 2.a.**

Randomly select a total of 25 individuals who were in the payroll system for all three of the RITS submissions selected above that met all the following criteria:

- covered by the Civil Service Retirement System or the Federal Employees Retirement System (FERS);
- enrolled in the Federal Employees Health Benefit Program;
- covered by Basic Life Insurance; and
- covered by at least one Federal Employees' Group Life Insurance (FEGLI) optional coverage (Option A, B, or C).

### **Procedure 2.b**

Obtain the following documents, either in electronic or hardcopy format, from the OPF for each individual selected in step 2.a. Hardcopies can be originals or certified copies.

- All Notifications of Personnel Actions (SF-50) covering the pay periods in the RITS submissions chosen;
- The Health Benefits Election Form (SF-2809) covering the pay periods in the RITS submissions chosen or, if applicable, obtain a report (via the agency personnel office) from the agency's automated system that allows participants to change benefits, (for example, Employee Express), for any Health Benefits transactions in that system for the individuals selected in step 2.a. (note: a new SF-2809 is needed only if an employee is changing health benefit plans; therefore, the form could be many years old); and
  - For Health Benefits, compare date of transaction with date on the certified copy of the SF-2809 or the agency's automated system report obtained above to identify whether the health benefit information to be used in the step 2.f. covers the pay periods in the RITS submissions chosen.
- The Life Insurance Election Form (SF-2817) covering the pay periods in the RITS submission chosen (note: a new SF-2817 is needed only if an employee is changing life insurance coverage, therefore the form could be many years old).

## **Results**

Thirty-one documents were identified as incomplete, late, or missing. We identified two documents from the Army, one document from the Air Force, ten documents from the ODOs, two documents from EPA, and three documents from VA that were either missing, incomplete, or processed late. DOE auditors identified two incomplete or missing documents, and HHS auditors identified 11 incomplete or missing documents. The following table identifies the number and type of documents that were incomplete, late, or missing by organization.

**Table 1. Number and Type of Documents Incomplete or Missing by Organization**

<b>Organization</b>	<b>SF-50</b>	<b>SF-2809</b>		<b>SF-2817</b>			<b>Total</b>
	<b>Missing</b>	<b>Incomplete</b>	<b>Missing</b>	<b>Incomplete</b>	<b>Late</b>	<b>Missing</b>	
Army	1		1				2
Air Force					1		1
ODO			4			6	10
DOE				1		1	2
EPA			1			1	2
HHS	1	1	1			8	11
VA			1			2	3
<b>Total</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>18</b>	<b>31</b>

## **Procedure 2.c.**

For each individual selected in step 2.a., compare the base salary used for all payroll purposes and upon which withholdings and contributions generally are based to the base salary reflected on the employee's SF-50. Report any differences resulting from this step and obtain management's explanation for the differences.

## **Results**

We identified five differences, and HHS auditors identified one difference for a total of six differences. We found three differences for Army, one for Navy, and one for the National Guard Bureau. These differences occurred because the applicable SF-50 was missing; DFAS had made retroactive pay adjustments to the pay system amounts; or Human Resources and DFAS management did not provide an adequate explanation.

## **Procedure 2.d.**

For Retirement for each individual selected in step 2.a., compare the retirement plan code from the employee's SF-50 to the plan code used in the payroll system. Report any differences resulting from this step and obtain management's explanation for the differences.

## **Results**

We did not find any differences for this comparison.

## **Procedure 2.e.**

For each individual selected in step 2.a., calculate the retirement amount to be withheld and contributed for the plan code from the employee's SF-50, by multiplying the base salary from the employee's SF-50 by the official withholding and contribution rates required by law. Compare the calculated amounts to the actual amounts withheld and contributed for the retirement plan. Report any differences resulting from this step and obtain management's explanation for the differences.

## **Results**

We identified nine differences, and HHS auditors identified one difference for a total of ten differences. We found three differences for Army, one for Navy, one for Air Force, and four for ODO. These differences occurred because the applicable SF-50 was missing or Human Resources and DFAS management did not provide an adequate explanation.

## **Procedure 2.f.**

For Health Benefits for each individual selected in step 2.a., compare the employee withholdings and agency contributions to the official subscription rates issued by OPM for the plan and option elected by the employee, as documented by a Health Benefits Election Form (SF-2809) in the employee's OPF or automated system that allows the participant to change benefits (for example, Employee Express). Report any differences resulting from this step and obtain management's explanation for the differences.

## **Results**

We identified seven differences, and HHS auditors identified two differences for a total of nine differences. We found one difference for Army, four for ODO, one for EPA, and one for VA. The differences occurred because the applicable SF-2809s or SF-2810s were incomplete or missing.

### **Procedure 2.g.**

For Life Insurance for each individual selected in step 2.a., confirm that Basic Life Insurance was elected by the employee by inspecting the Life Insurance Election Form (SF-2817) documented in the employee's OPF. Report any differences resulting from this step and obtain management's explanation for the differences.

### **Results**

We identified one difference for ODO, and DOE auditors identified one difference for a total of two differences. For the ODO, the unsigned SF-2817 showed that the employee waived Basic Life Insurance. However, the SF-50 and DFAS indicated the employee was receiving Basic Life Insurance. Therefore, the difference occurred because the correct SF-2817 was missing. For DOE, the difference occurred because the SF-2817 was incomplete.

### **Procedure 2.h.**

For each individual selected in step 2.a., calculate the withholding and contribution amounts for Basic Life Insurance using the following:

- For employee withholdings: Round the employee's annual base salary up to the nearest thousand dollars and add \$2,000. Divide this total by \$1,000 and multiply by the rate required by law.
- For agency contributions: Divide the employee withholdings calculated above by two.

Compare the calculated employee withholdings and agency contributions to the actual amounts withheld and contributed for Basic Life Insurance. Report any differences resulting from this step and obtain management's explanation for the differences.

### **Results**

We identified three differences, and HHS auditors identified one difference for a total of four differences. We found two differences for Army and one for ODO. These differences occurred because the applicable SF-50 or SF-2817 was missing or Human Resources and DFAS did not provide an adequate explanation.

### **Procedure 2.i.**

Also, for Life Insurance for each individual selected in step 2.a., compare optional coverage elected as documented on the SF-2817 in the employee's OPF to the optional coverage documented in the payroll system. Report any differences resulting from this step and obtain management's explanation for the differences.

### **Results**

We identified ten differences, DOE auditors identified two differences, and HHS auditors identified eight differences for a total of 20 differences. We identified one difference for Air Force, six for ODO, one for EPA, and two for VA. The differences occurred because the applicable SF-2817s were incomplete, processed late, or missing.

## **Procedure 2.j.**

For each individual selected in step 2.a., calculate the withholding amounts for optional life insurance using the following:

- For Option A: Locate the employee's age group using the age groups provided for Option A in the FEGLI Program Booklet. The withholding amount to be used is the rate listed in the FEGLI Program Booklet for that age group. Compare the calculated amount to the amount withheld for Option A Life Insurance. Report any differences resulting from this step and obtain management's explanation for the differences.
- For Option B: Inspect the SF-2817 to obtain the number of multiples chosen for Option B. Locate the employee's age group using the age groups provided for Option B in the FEGLI Program Booklet. Round the employee's annual rate of basic pay up to the next \$1,000, divide by \$1,000, and multiply by the rate for the respective age group. Multiply this amount by the number of multiples chosen for Option B Life Insurance. Compare the calculated amount to the amount withheld for Option B Life Insurance. Report any differences resulting from this step and obtain management's explanation for the differences.
- For Option C: Inspect the SF-2817 to obtain the number of multiples chosen for Option C. Locate the employee's age group using the age groups provided for Option C in the FEGLI Program Booklet. Multiply the rate for the age group by the number of multiples chosen for Option C Life Insurance. Compare the calculated amount to the amount withheld for Option C Life Insurance. Report any differences resulting from this step and obtain management's explanation for the differences.

## **Results**

We identified 12 differences, DOE auditors identified two differences, and HHS auditors identified nine differences for a total of 23 differences. We identified two differences for Army, one for Air Force, six for ODO, one for EPA, and two for VA. The differences occurred because the applicable SF-2817s were incomplete, processed late, or missing; or the SF-50 was missing; or Human Resources and DFAS management did not provide an adequate explanation.

## **Procedure 3.**

Randomly select a total of 10 employees who have no Health Benefits withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

### **Procedure 3.a.**

Obtain SF-2809s covering the pay periods in the RITS submissions chosen, either in electronic or hardcopy format, from the selected employee's OPF or, if applicable, obtain

a report (via the agency personnel office ) from the agency's automated system that allows participants to change benefits, (for example, Employee Express), for any Health Benefit transactions in that system for the individuals selected. Hard copies can be originals or certified copies. Inspect the documentation (that is, SF-2809 or the agency's system-generated report) to identify whether health benefits coverage was not elected. This can be identified in the following ways:

- absence of an SF-2809 in the OPF and no election of coverage made through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- an SF-2809 in the OPF with Section E checked (indicating cancellation of coverage) and no later election of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- cancellation of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express) and no later election of coverage with an SF-2809.

### **Procedure 3.b.**

Compare the result in step 3.a. to the RITS submissions. Report any differences resulting from this step and obtain management's explanation for the differences.

### **Results**

We identified four differences, two for Navy and two for VA. The differences occurred because the applicable SF-2809s or the SF-2810s were incomplete or missing.

### **Procedure 4.**

Randomly select a total of 10 employees who have no Life Insurance withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

### **Procedure 4.a.**

Obtain the SF-2817s covering the pay periods in the RITS submissions chosen, either in electronic or hardcopy format, from the selected employee's OPF. Hardcopies can be originals or certified copies. Inspect the SF-2817 to identify that the employee waived or cancelled Basic Life Insurance coverage.

### **Procedure 4.b.**

Compare the result in step 4.a. to the RITS submissions. Report any differences resulting from this step and obtain management's explanation for the differences.

### **Results**

We identified three differences, DOE auditors identified one difference, and HHS auditors identified two differences for a total of six differences. We identified two for

ODO and one for VA. The differences occurred because the signed SF-2817s were incomplete or missing.

## **Procedure 5.**

Calculate the headcount reflected on the September 2011 and March 2012 Semiannual Headcount Report selected, as follows.

### **Procedure 5.a.**

Obtain existing payroll information (from step 1.a.) supporting each Supplemental Semiannual Headcount report. If existing payroll data is not available, obtain a payroll system query that summarizes detailed payroll data supporting each Supplemental Semiannual Headcount Report, as follows:

- Benefit Category (see Semiannual Headcount Report).
- Dollar Amount of withholdings and contributions.
- Number Enrolled (deductions made/no deductions).
- Central Personnel Data File Code.
- Aggregate Base Salary.

### **Procedure 5.b.**

Recalculate the Headcount reflected on each Semiannual Headcount Report. If an electronic file is not available, a suggested method of recalculating the Headcount is as follows: (1) estimate the number of employees per payroll register page by counting the employees listed on several pages, (2) count the number of pages in the payroll register, and (3) multiply the number of employees per page by the number of pages, or count (using a computer audit routine) the number of employees on the payroll data file for the period.

### **Procedure 5.c.**

Compare the payroll information obtained in step 5.a. and the calculated headcount from step 5.b. to the information shown on each respective Semiannual Headcount Report.

### **Procedure 5.d.**

Report any differences (for example, gross rather than net) greater than 2 percent between the headcount reporting on each respective agency Semiannual Headcount Report and payroll information from step 5.a. and the calculated Headcount from step 5.b. Obtain from management a management official name, telephone number, an e-mail address, and an explanation for the differences.

## **Results**

There were no differences greater than 2 percent for this comparison.

## **Procedure 6.**

Calculate employer and employee contributions for Retirement, Health Benefits, and Life Insurance as follows:

### **Procedure 6.a.**

Calculate Retirement withholdings and contributions for the three pay periods selected in step 1.a., as follows:

#### **Procedure 6.a.i.**

Multiply the Civil Service Retirement System and FERS payroll base by the withholding and employer contribution rates required by law.

#### **Procedure 6.a.ii.**

Compare the calculated totals from step 6.a.i. to the related amounts shown on the RITS submissions. Report any differences (for example, gross rather than net) between the calculated amounts and the amounts reported on the RITS submissions greater than 5 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.

### **Results**

There was one difference greater than 5 percent for this comparison. The EPA payroll office Civil Service Retirement System agency contribution calculation for the pay period ending February 25, 2012, had a \$9,002.21 difference over 5 percent. This difference occurred because two employees were incorrectly coded for FERS instead of Civil Service Retirement System.

### **Procedure 6.b.**

Calculate employee withholdings and employer contributions for Health Benefits for the three pay periods selected in step 1.a., as follows:

#### **Procedure 6.b.i.**

Multiply the number of employees enrolled in each Health Benefits plan and plan option by the employee withholdings and employer contributions for the plan and option.

#### **Procedure 6.b.ii.**

Sum the totals in step 6.b.i. and compare the result with the Health Benefit withholding and contribution amounts shown on the RITS submissions. Report any differences (for example, gross rather than net) between the calculated amounts and the amounts reported on the RITS submissions greater than 5 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.

### **Results**

There were no differences greater than 5 percent for this comparison.

### **Procedure 6.c.**

Calculate the Basic Life Insurance employee withholdings and employer contributions for the three pay periods selected in step 1.a., as follows:

#### **Procedure 6.c.i.**

Obtain a payroll system query from Agency Payroll Provider personnel to obtain the total number of employees with Basic Life Insurance coverage and the aggregate annual basic pay for all employees with Basic Life Insurance.

#### **Procedure 6.c.ii.**

For employee withholdings: Add the product of 2,500 times the number of employees with Basic Life Insurance coverage from step 6.c.i. above to the aggregate annual basic pay for all employees with Basic Life Insurance from step 6.c.i. above to calculate the estimated total Basic Life Insurance coverage. Divide this calculated total by 1,000 and multiply by the withholding rate required by law. The Life Insurance withholding rates can be found in the FEGLI Program Booklet on OPM's website.

#### **Procedure 6.c.iii.**

Compare the result in step 6.c.ii. to the withholdings for Basic Life Insurance coverage reported on the RITS submission. Report any difference (for example, gross rather than net) between the estimate and the amount of withholdings reported on the RITS submission greater than 5 percent of the amounts on the RITS submission, and obtain management's explanation for the difference.

#### **Results**

There were no differences greater than 5 percent for this comparison.

#### **Procedure 6.c.iv.**

For agency contributions: Divide the results of step 6.c.ii. by two—this approximates agency contributions, which are one-half of employee withholdings. Compare this result to the amount reported on the RITS submission. Report any differences (for example, gross rather than net) between the estimated amount and the actual amount reported on the RITS submission greater than 5 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.

#### **Results**

There were no differences greater than 5 percent for this comparison.

### **Procedure 6.d.**

Calculate the Option A, Option B and Option C Life Insurance coverage withholdings for the three pay periods selected by using detail payroll reports used to reconcile the RITS reports in Step 1. In addition to the information used for step 1, the reports should include the employee's date of birth, annual rate of basic pay, and number of multiples selected for Option B and C. Note: While similar to step 2.j., the calculation at this step

is for the entire amount reported on the RITS submissions for the three pay periods selected, as opposed to the sample of 25 employees in step 2.j.

### **Procedure 6.d.i.**

Multiply the number of employees in each age group by the appropriate rate for Option A in accordance with the rates for age groups provided in the FEGLI Program Booklet.

### **Procedure 6.d.ii.**

Compare the result in step 6.d.i. to the amounts for Option A reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.

### **Results**

There was one difference greater than the 2 percent for the Option A comparison. The Shipyard DoD payroll office had a \$626.76 difference over 2 percent for the pay period ending February 25, 2012, for two Navy personnel. DFAS stated that the difference for this payroll office was primarily attributable to retroactive pay adjustments. Navy Human Resources personnel stated that retroactive adjustments were made to correct Option A coverage for prior pay periods.

### **Procedure 6.d.iii.**

Segregate the reports for Option B and Option C insurance into the age groups shown in the FEGLI Program Booklet. For Option B, round the employee's annual rate of basic pay up to the next 1000, divide by 1000, multiply by the rate for the age group, multiply this by the number of multiples:

(Annual rate of basic pay (rounded up) /1000\*rate\*multiples).

For Option C, multiply the rate for the age group by the number of multiples chosen for each employee.

### **Procedure 6.d.iv.**

Compare the result in step 6.d.iii. to the amounts for Option B and Option C, respectively, reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission for Option B or Option C, and obtain management's explanation for the differences.

### **Results**

There was one difference greater than 2 percent for the Option B comparison. The Shipyard DoD payroll office had a \$16,339.04 difference over 2 percent for the Option B comparison for the pay period ending February 25, 2012. DFAS management provided an explanation for this difference. However, their pay amounts did not agree with our payroll information. Therefore, this issue was not resolved.

There were differences greater than 2 percent for the Option C comparison. For the pay period ending October 22, 2011, the Air Force payroll office had a difference of \$3,729.71 over 2 percent. For pay period ending February 25, 2012, Shipyard DoD showed a difference of \$877.69 over 2 percent. DFAS personnel explained that these differences were primarily attributable to retroactive FEGLI deductions.

## **Procedure 7.**

Compare the list of field offices/duty stations to the list of local CFC campaigns obtained from OPM's OCFCO.

### **Procedure 7.a.**

Determine in which campaign each field office/duty station is located. (Note: It is possible for a field office/duty station to be in a location with no local CFC campaign.)

#### **Results**

We determined the campaign for each field office/duty station.

## **Procedure 8.**

Compare the list of accounting codes to the identified campaigns for each field office/duty station.

### **Procedure 8.a.**

Determine the accounting code for each field office/duty station.

### **Procedure 8.b.**

Determine if the name of the campaign, the PCFO and address of the PCFO in the Agency Payroll Provider system agree to the information for that field office/duty station on the list of local CFC campaigns obtained from OPM's OCFCO.

#### **Results**

We determined that the name of the campaign, the PCFO, and the PCFO address in the Defense Civilian Pay System agreed with the OPM list of CFC campaign codes, except for 5 out of 198 Defense Civilian Pay System codes. DFAS personnel stated that they would update the codes in the Defense Civilian Pay System.

## **Procedure 9.**

Sort the report of all employees with CFC deductions by Official Duty Station.

### **Procedure 9.a.**

Compare the Official Duty Stations to the campaigns identified for those locations.

### **Procedure 9.b.**

Compare the accounting codes for each employee with CFC deductions to the accounting code identified for that employee's Official Duty Station.

- Determine if this agrees to the accounting code identified for that field office/duty station.

### **Results**

We determined that 1,498 out of 170,827 employees with CFC deductions for the pay period ending February 25, 2012, had geographic location codes that differed from the geographic codes corresponding to their duty stations. We identified differences for the Army, Air Force, ODO, Overseas Army, Overseas DoD, EPA, and VA payroll offices. However, we did not find differences in our comparison of CFC campaign codes. Therefore, we do not have any reportable differences for this comparison.

### **Procedure 10.**

From the list of accounting codes that do not agree with the field office/duty station, select a judgmental sample of two pledges per federal agency and request the hardcopy pledge form from the agency.

Determine if the pledge form used was for the correct campaign based on the official duty station.

### **Results**

There were no differences for this comparison. Consistent with our results from Procedure 9, we found the CFC campaign codes agreed with the selected pledge forms.





# Inspector General Department *of* Defense